



**UNITED STATES PROBATION OFFICE  
NORTHERN DISTRICT OF WEST VIRGINIA  
POSITION ANNOUNCEMENT**

**POSITION:** **PROBATION OFFICER ASSISTANT**

**DUTY STATION:** Clarksburg, West Virginia

**STATUS:** Full-time, Permanent

**STARTING  
SALARY RANGE:** CL 23/01 (\$36,183.00) to CL 23/25 (\$43,964.00) Starting salary commensurate with qualifications and experience.

**OPENING DATE:** August 24, 2012

**CLOSING DATE:** Applications received by COB on September 7, 2012 will be given priority consideration. Open until filled.

**ANNOUNCEMENT NO:** 2012-02

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The U. S. Probation Office for the Northern District of West Virginia, a combined district for probation and pretrial services, is accepting applications for the position of Probation Officer Assistant to be located in the Clarksburg Office. This position is designated as a hazardous duty position.

The primary function of a Probation Officer Assistant is to provide technical support and services to probation officers in a wide range of areas, including supervision of persons on pretrial services, probation and parole, assistance in the preparation of presentence and other investigations, and the collection of urine analysis. Personal contact with other law enforcement and court agencies will be required to accomplish assigned responsibilities.

**Representative Duties:**

A Probation Officer Assistant performs a variety of duties and responsibilities that include, but are not limited to, the following:

1. Develops and maintains an understanding of, and commitment to, the Probation Office purposes policies, function and procedures.

2. Under the guidance and direction of an officer, assists officers in performing local record checks for probation and pretrial investigations of all types (i.e. collaterals presentence, postsentence, bond reports, violations, etc.). Visits various local law enforcement agencies, police departments and local regulatory agencies to collect and record information for both presentence investigations reports and collateral investigations and conducts record checks on various automated systems.
3. Under the guidelines and direction of an officer, assists in the supervision of a select caseload of person on probation, parole, bail/bond release, or pretrial diversion and in providing necessary information to the Court regarding violations of supervision with the approval of the Probation Officer.
4. Under the guidance and direction of an officer, collects and conducts urine screens on offenders of the same gender and maintains appropriate related records.
5. Under the guidance and direction of an officer, contacts offenders and schedules appointments for surprise urine collection to aid in the supervision for detection of use of controlled substances. Notifies officers and contacts agencies of all test results. Forwards all positive urine samples to contract laboratory for confirmation and documents the same.
6. Reports to probation officers observations on the life-style, personal problems and need of offenders that become apparent during supervision or the urine screening process.
7. Maintains a record of case activity.
9. As required, completes investigative reports and other correspondence..
10. Participates in and contributes to ongoing functional training programs.
11. Under the guidance and direction of an officer, as appropriate, reports all hazardous incidents encountered in the course of duty to his/her supervisor, the Chief Probation Officer, the Court, and the Probation and Pretrial Services Division of the Administrative Office of the U.S. Courts.
12. Prepares, proofreads and edits materials prepared by others for accuracy, proper grammar, and spelling for signature by the Probation Officer or the Court Unit Executive.
13. Performs other duties as assigned.

## **Qualifications**

- To qualify for this position the candidate must be a high school graduate or equivalent. General knowledge of the criminal justice system and knowledge of pretrial services, probation and parole procedures, sentencing guidelines, and the supervision process. General working knowledge of the roles, responsibilities, and relationships among the Federal Courts,

parole Commission, and the Bureau of Prisons. Ability to work with law enforcement agencies at different government levels, community service providers, and all courts. Ability to meet recurring deadlines. Thorough knowledge of the practices and procedures required for urine collection and analysis.

### **Preferred Qualifications and Skills**

- Two years of college or an associate's degree in criminal justice or other related field.
- Possess the ability to communicate effectively.
- Possess good reasoning ability to allow development of the methods necessary to accomplish specific tasks/projects and to identify unusual problems for resolution or referral to probation officer.
- Possess the ability to write reports in a clear, concise, factual, and understandable manner.
- Working knowledge of computer software.
- Skill in spelling, grammar and proofreading.

### **Physical Requirements and Maximum Entry Age:**

In the supervision, treatment and control of offenders, the probation officer assistant's duties requires moderate to arduous physical effort, including prolonged periods of walking and standing, physical dexterity and coordination, and use self-defensive tactics. Travel within the northern part of the State is required. Applicants must be physically capable of performing these duties. Vision and hearing must also be adequate to perform the duties listed safely and effectively.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical exam and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.

First-time appointees to positions covered under the law enforcement officer retirement provision must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under Federal Employee's Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

**Citizenship:** By statute, employees must be citizens of the United States or of a country with which the United States has a mutual defense treaty or eligible to work in the United States.

**Code of Conduct:** Probation employees are required to adhere to the Code of Conduct for Judicial Employees.

**Application Procedure:**

To apply for this position, applicants must submit:

- a letter of interest which addresses their particular skills and experience, and how those skills relate to this position
- completed AO 78, *Application for Judicial Branch Federal Employment* (Can be downloaded from <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>)
- a current resume
- a college transcript
- and a writing sample\*\*

\*\* The preferred **writing sample** should be a typed, "sanitized" report/work sample from your prior work experience.

All documents listed above should be submitted by Close of Business on September 7, 2012 to:

Jeff R. Givens, Chief  
United States Probation Officer  
320 W. Pike Street, Suite 110  
Clarksburg, WV 26301

Any questions, please contact Chrystal L. Ernest, HR Technician, at Telephone No. (304) 234-4681.

**INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay (i.e., Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses are the responsibility of the individual selected to fill the position. Divisional offices within the Northern District are located in Wheeling, Clarksburg, Elkins and Martinsburg, West Virginia.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**